

BROWN –VS- BOARD OF EDUCATION NHS

Employee's Name: _____ Time & Date of Call: _____

SCHOOL GROUP INFORMATION

School Name: _____ Date of Arrival: _____

Mailing address: _____

Point of Contact and/or Teacher's Name: _____

E-mail address: _____

School's Telephone number: _____ Fax number: _____

Name of caller (*if different than teacher*): _____

Grade level of students: _____; Number of students: _____; Number of adults: _____;

Number of Buses: _____; Number of other Vehicles: _____

What time do you expect to arrive/depart (*Estimate*): _____

Are you now teaching the civil rights movement? _____

Has the class been taught about Brown –v- Board of Education? _____

What is your reason for visiting Brown –v- Board of Education? _____

If available, are you requesting a Park Ranger or Park Guide program? _____

Do you have any special needs? : _____

If you are requesting any material that includes a video or a CD-Rom that might be available, we need in advance a request form on a 'Formal School Letterhead' document.

"Due to some of the material that is being displayed (The Hall of Courage); the National Park Service is requesting a (Signed Parent Permission Slip), supplied by and for school use only."

☐ Confirmation Letter Sent
☐ Date Sent _____

Example Letter

YOUR SCHOOL LETTERHEAD

School Group Coordinator
Brown v. Board of Ed. NHS
1515 SE Monroe St.
Topeka, KS. 66612-1143

Dear Coordinator:

Park Oaks Elementary School requests a visit to Brown v. Board of Ed. NHS

Date & Time of Visit: Friday, April 30, 2004

Purpose of Visit:

Please state the academic objectives for visiting Brown v. Board of Ed. NHS. Objectives must be specifically linked to curriculum requirements, (i.e. course title and learning objective number).

Adults 17 or older:	6
Students 16 and under:	26
Number of Buses:	2
Other vehicles:	1
School group leader:	Laura Smith, Teacher
Principal:	Tammy Augustine, Principal
School address & phone #/fax#	Park Oaks Elementary School P.O. Box 222 Topeka, KS, 66612 (555)123-5555 Fax: (555)123-5551

Sincerely,
Laura Smith
(Teacher name and Signature Must be signed to be valid)

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VISITING BROWN v. BOARD OF EDUCATION NATIONAL HISTORIC SITE

There are two missions of the National Park Service: First; The protection of the resources and Second; To provide an enjoyable and educational experience to all who visit. Please remember that the natural and cultural features at National Park Service areas are fully protected by law.

1. If you have students with special needs, let us know if we can help in any way ahead of time.
2. When your group first arrives, please check in at the visitor center information desk and present your documentation. If staffing permits, your group will receive a short orientation with a park ranger/guide.
3. We prefer student groups to include at least one adult for every ten students. PLEASE, keep your group together at all times.
4. PLEASE, brief chaperons and students regarding rules and regulations of the historic site prior to your arrival.
5. PLEASE, be considerate of other visitors. Remember that they want to enjoy their visit, too.
6. PLEASE, do not let students run.
7. PLEASE, have students refrain from climbing on the displays and/or furniture.
8. PLEASE, no eating or drinking in the visitor center. The equipment can be seriously damaged.
9. PLEASE, pick up your litter before you leave the area. Receptacles are located throughout the site.
10. We do have public restroom but, we do not have a covered lunch or picnic area. There is a public park about 100 yards from our site that can be used.

A few minutes of preparation before your visit to the site will save you time when you arrive and will also make the experience more enjoyable for everyone. If you have any questions, please don't hesitate to contact us at (785)-354-4273.

EXPERIENCE YOUR AMERICA

The National Park Service cares for special places saved by the American people so that all may experience our heritage.

th/gad
04/27/04